

Job Title: SPECIALIZED SUBSTANCE ABUSE SUPERVISION (SSAS) PROBATION OFFICER Grade 15 -NE

Job Location:

Major Duties:

A Specialized Substance Abuse Supervision (SSAS) Probation Officer is highly professional, flexible, independent and primarily responsible for the screening and supervision of those probationers and parolees falling within the targeted populations of the Specialized Substance Abuse Supervision program under the authority of the Chief Probation Officer. Specialized Substance Abuse Supervision Probation Officers meet the basic selection criteria for a Probation Officer. Specialized Substance Abuse Supervision Probation Officers develop and provide case management and supervise the activities of probationers in the community. Specialized Substance Abuse Supervision Probation Officers collaborate with providers and stakeholders important to the success of probationers, parolees and the Vision and Mission of Nebraska Probation System. Due to the nature of the work, this position requires flexible, individualized work scheduling that is caseload driven. This position has the same statutory authority and responsibilities as a Probation Officer in addition to the responsibilities described below.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Screens probationers and parolees for suitability, per established protocols, for inclusion in the SSAS program and remains in constant contact with referral sources and other collaborators regarding screening outcomes and program requirements.

Exhibits a working knowledge of, and maintains a positive working relationship with, the Nebraska Parole System.

Serves as a liaison to local, substance abuse treatment providers.

Is engaged in the programming, activities, support, success and well being of the local Reporting Center and/or service center. This includes, but is not limited to, coverage of the Reporting/Service Center when needed, facilitation of programming, attendance at Reporting/Service Center special functions, development of prosocial events, identification of needed programming and education of the general public or other individuals regarding the SSAS program and/or Reporting/Service Centers.

Is an expert in “Smart” drug testing and serves as a leader in the research and awareness of trends in substance abuse and addiction and the latest synthetic drugs and their use.

Facilitates on-going case staffing with other specialized officers to explore the possibility of a SSAS referral on those probationers falling within a targeted population struggling to remain abstinent from alcohol and drugs.

SSAS Probation Officer (cont.):

Supervises the highest risk to re-offend probationers in the Probation system and, in collaboration with the Nebraska State Parole Office, those parolees accepted into the SSAS program.

Provides strong case planning, case management, and caseload management.

Completes additional annual training relating to the supervision of individuals' heavily involved substance abuse as required by the Administrative Office.

Participates in the treatment process of a client and is engaged in the client's treatment through regular and on-going communication with treatment providers and through attendance at treatment groups and facilities. Assists in the development of relapse prevention plans.

Develops needed community resources and creates and maintains partnerships with identified community stakeholders.

Educates and updates providers, co-workers, the courts and other interested parties in any changes relating to treatment modalities, additions or loss of resources, and/or other relevant topics.

Connected to the community by way of field work in the form of regular and on-going visits to probationer's home, treatment, school, employment, support group, 12 step, group home, and team meetings.

Works, as the caseload and needs of the people on the caseload dictates, a significant number of meaningful, non-traditional hours, including weekend or holiday hours.

Conducts and prepares for submission to the Court or other entities various reports to include Presentence (PSI) Investigations, PSI Updates, Supervision Overviews, Alleged Probation Violation reports and various other types of written correspondence.

Uses a computer to input data into a management information system, word process reports and correspondence and perform record checks, payment verifications and other functions.

Assists in developing positive, ongoing SSAS participant support systems, builds community support for the probationer and Nebraska Probation System and is involved in the community on boards, committees, civic organizations, etc.

Influences and motivates others, speaks up and is candid and appropriately addresses concerns when necessary.

SSAS Probation Officer (cont.):

Interprets data as it applies to successful performance standards for SSAS participants and evaluates data in relationship to best practices and evidence-based standards.

Exerts the effort needed to attain goals, is determined and persistent, demonstrates a strong work ethic, works hard and does his/her best and works diligently without supervision.

Willingly acquires new skills and knowledge, seeks out and uses feedback to improve performance, learns from experiences and applies learning to new situations.

Exercises the authority to arrest and/or detain probationers as necessary.

Is responsible for the operation and maintenance of electronic monitoring equipment.

Is available for speaking and training engagements within the community and the Nebraska Probation System.

Qualifications for the job:

Graduation from an accredited four-year college or university with a Bachelor's degree in the social sciences, criminal justice, or related fields with at least three years of experience providing case management and/or completion of investigations in a community corrections based program or agency. Meets the basic requirements as a probation officer.

Knowledge, skills, and abilities required on the job:

Ability to match the probationer's and parolee's needs to the appropriate treatment modality or service, i.e., substance abuse, mental health, medical, housing, employment and educational services, etc.

Knowledge of laws and regulations pertaining to Probation work and functions and procedures of courts involved.

Is an expert in resources available within the community.

Is able to clearly articulate program expectations to professionals from multiple systems including, but not limited to, the Nebraska Probation System, the Nebraska Department of Correctional Services, prosecuting attorneys, criminal defense attorneys and the courts.

Knowledgeable regarding efforts to mask, adulterate or otherwise circumvent substance abuse testing efforts and trains and informs collaborative partners in all matters relevant to research, knowledge and findings.

SSAS Probation Officer (cont.):

Is able to become proficient in various hardware and software programs as sanctioned by the Nebraska Probation Administration.

Meets established officer safety criteria.

Ability to gain the confidence and cooperation of others.

Performs effectively under stressful conditions.

Interacts confidently and competently with individuals and groups at all levels.

Makes well-reasoned decisions in a timely manner, sometimes in situations where there are no standard procedures.

Gives and accepts constructive criticism appropriately.

Has a strong understanding of Social Learning Theory, Criminal Thinking, Stages of Change and the importance of cognitive engagement and use of cognitive behavioral groups in case management.

Demonstrates sound decision-making/critical thinking skills.

Skilled communicator verbally and in writing.

Skilled at relapse planning and recognizing signs of relapse.

Utilizes appropriate caseload management practices.

Possesses strong group facilitation skills and understanding of group dynamics.

Uses MI effectively.

Working Conditions:

Field work is required in various weather conditions and during non-traditional hours including early mornings, nights, weekends and holidays. The physical condition of visited sites can also vary greatly.

Some travel may be required.

Extended periods of standing or sitting may be required.

Lifting heavy items may be required.

SSAS Probation Officer (cont.):

Goals for this Position:

1. Puts collective goals ahead of personal goals and takes responsibility for failures and shares credit for successes.
2. Successfully complete all ongoing training requirements, as determined by administration and assigned district.
3. Assigned cases must be classified as determined by a quality assurance review, supervisor review, and/or other review processes and/or observations.
4. Fully adhere to all cognitive group curricula, mentor and train others in the curricula, and conduct quality assurance.
5. Obtain a minimum score on the quality assurance tool for qualitative engagement and obtain a minimum score on the quality assurance tool for quantitative engagement on investigations.
6. Maintain a minimum classification accuracy rate as determined by an annual audit of randomly selected cases that are selected by quality assurance review process, supervisor review, and/or other processes and/or observations.
7. Obtain minimum score on the quality assurance tool for qualitative engagement and obtain minimum score on the quality assurance tool for quantitative engagement for case management review.
8. Assure all eligible probationers are employed and/or enrolled in an education program.

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